

Self Assessment and Action Planning
Evidence and Action Planning Should Be Clearly Related to Above Guidance

Standard 1	Current Performance and Evidence Base (relate to above)
<p>How effective is senior management commitment to the importance of safeguarding and promoting children's welfare</p> <p>Minus</p>	<p>1. A named person at senior management level is responsible for safeguarding and promoting the welfare of children throughout SCDC but this role is not clearly defined within their job description. (E)</p> <p>Evidence The Councils "what to do if" reporting flowchart, names the Executive Director as nominated senior officer</p> <p>2. The Safeguarding of Children and Young People is not included within Corporate Service Plans. (-)</p> <p>3. SCDC staff have access to copies of 'What to do if...' but not all relevant staff have attended Designated Officers training so are not clear about their responsibilities and there is no co-ordinated approach to dealing with concerns. (-)</p> <p>4. SCDC does have an appraisal/supervision policy, which is monitored by HR. (E)</p> <p>Evidence The Appraisal and CRB supervision policy and procedure is on the intranet and clearly demonstrates the link with HR</p> <p>5. SCDC do have a Child Protection policy that is accessible to all staff but no systems are in place to ensure that staff understand that the senior management are committed to this. (-)</p> <p>6. No audit process is in place to demonstrate to senior management that their organisation is monitoring the actions of staff in relation to safeguarding and promoting the welfare of children. (-)</p>
Standard 1	Current Performance and Evidence Base (relate to above)

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Action Plan	What needs to happen to improve performance on standard 1?	When by?	Who will lead?
Action Plan in relation to Standard 1	1. Executive Directors job description to be amended to reflect safeguarding role	January 2009	SGC
	2. Ensure that the Safeguarding of Children and Young People are included in Corporate Service Plans	February '09	SH
	3. All identified Designated staff to complete training.	April '09	SH
	5. To improve the staff's awareness of senior management commitment to safeguarding by adoption of new SCDC Child Protection Policy.	April '09	SH
	6. Introduce an audit process for senior management to monitor staff in relation to safeguarding.	Dec 08	AG

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Standard 2	Current Performance and Evidence Base
<p>How clearly are the agency's responsibilities towards children communicated to all staff?</p> <p>Minus</p>	<p>1. A statement of SCDC's responsibility to all children whom they come in to contact with is detailed within the Council's Child Protection policy. This policy is not owned/understood by all relevant staff within the organisation. (-)</p> <p>2. A general complaints process is in place and monitored by HR and issues relating to safeguarding is dealt with under these procedures. (E)</p> <p>Evidence There is a complaints policy and a publicised whistle blowing policy in place</p> <p>3. Contracts that are in place with SCDC make no explicit reference to safeguarding and promoting the welfare of children. (-)</p> <p>4. SCDC does have an Equal Opportunities policy and all staff have been offered Equal Opportunities training during Sept 08. (E)</p> <p>Evidence The equal opportunities policy is available as is the evidence of the training carried out in Sept 2008.</p> <p>5. Safeguarding policies and procedures are in place but SCDC cannot demonstrate that all relevant staff are aware of them or implement them through their practice. (-)</p>

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Standard 2	Current Performance and Evidence Base		
Action Plan	What needs to happen to improve performance on standard 2?	When by?	Who will lead?
Action Plan in relation to Standard 2	1. See standard 1, action point 5	April '09	SH
	3. Review of SCDC policy for commissioning and procurement with regards to safeguarding standards and safer recruitment in employment practices.	April '09	SH/SM/AG
	5. See standard 1, action point 5	April '09	SH

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Standard 3	Current Performance and Evidence Base		
<p>How clear is the line of accountability within the organisation for work on safeguarding and promoting the welfare of children?</p> <p>Minus</p>	<p>1. SCDC does have a line of accountability but it is not clearly understood and appreciated by all relevant staff. (E)</p> <p>Evidence: “what to do if” flowchart is on intranet and on display at South Cambridgeshire Hall and Waterbeach depot.</p> <p>2. Designated staff have been identified but only 60% of these staff have attended the relevant training. (-)</p> <p>3. Not all staff that come into contact with children as part of their job have attended the relevant training to ensure they understand their responsibilities towards children. (-)</p> <p>4. No current system is in place to ensure that concerns are routinely recorded and responded to in accordance with the flowchart. (-)</p>		
Action Plan	What needs to happen to improve performance on standard 3?	When by?	Who will lead?
Action Plan in relation to Standard 3	<p>2. See standard 1, action point 3</p> <p>3. Training database to be checked by designated officers</p> <p>4. See standard 1, action point 6</p>	<p>April '09</p> <p>Jan 08</p> <p>Dec '08</p>	<p>SH</p> <p>SH</p> <p>AG/SH</p>

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Standard 4	Current Performance and Evidence Base		
<p>How effectively does service development take account of the need to safeguard and promote welfare? And how effectively is it informed by the views of children and families.</p> <p>Effective</p>	<p>1. SCDC is pro-active in engaging with the Children and Young People's planning process. (E)</p> <p>Evidence Executive Director attends Children and Young People's Strategic Partnership</p> <p>2. Plans are developed with reference to the wishes and feelings of children, young people and families e.g Facilities and services within Growth Areas, Locality Managers meeting sand Disability Sports Focus Group. (E)</p> <p>Evidence See last years audit and reference evidence by extensive consultation on Windmill Estate, Fulbourn New Communities team community development work, housing development consultation</p> <p>3. SCDC cannot demonstrate that service development takes in to account the need to safeguard and promote the welfare of children. (-)</p>		
Action Plan	What needs to happen to improve performance on standard 4?	When by?	Who will lead?
Action Plan in relation to Standard 4	3. See standard 1, action point 2	February '09	SH

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Standard 5	Current Performance and Evidence Base		
<p>How effective is staff training on safeguarding and promoting the welfare of children for all staff working with or in contact with children and families?</p> <p>Effective</p>	<p>1. SCDC has provided an on-going training programme throughout 2008, which is appropriate to each individual member of staff. (E) Evidence Each member of staff has a personal development plan that details the training they require. All new staff are subject to a probation/supervision period during which training needs are identified and detailed</p> <p>2. A database of staff that has accessed training is kept and is up to date and all training needs are regularly discussed between staff at meetings although this is not part of the formal appraisal process. (E) Evidence There is a training database for all relevant staff to identify what areas of training are required for the post. It is owned and updated by HR.</p> <p>3. All courses are provided through the LSCB (E) Evidence Evidence of training is available from LSCB.</p>		
Action Plan	What needs to happen to improve performance on standard 5?	When by?	Who will lead?
Action Plan in relation to Standard 5	2. See Standard 3, action point 3. 3. To ensure that the database is kept up to date by HR and an on-going training programme and resources are provided.	January '09 April '09	SH SGC/SH

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Standard 6	Current Performance and Evidence Base
<p>How robust are the recruitment, vetting procedures and allegations management procedures?</p> <p>Effective</p>	<p>1. SCDC has safer recruitment and employment procedures within its main recruitment policy but staff have not attended the LSCB recruitment training. (-)</p> <p>2. SCDC currently adopts the County Council's policy for commissioning and procurement processes, but a review is required with regard to the inclusion of safeguarding standards in relation to safer recruitment and employment practices (-)</p> <p>3. SCDC has arrangements in place to monitor and review their recruitment and selection policies through HR. (E)</p> <p>Evidence 2008 internal audit of HR procedure in relation to safeguarding children is available.</p> <p>4. SCDC ensures safer recruitment and employment training is accessible as part of their training programme. (E)</p> <p>Evidence Relevant staff are being trained in Safer Employment procedures.</p> <p>5. SCDC's policy and guidance on whistle blowing has promoted a positive and open culture that enables staff to report unsuitable behaviour with confidence. (E)</p> <p>Evidence Whistle blowing policy on intranet and evidence of use is available</p> <p>6. Whistle blowing is included as part of interagency training. (E)</p> <p>Evidence Whistle blowing is part of the safeguarding children training</p>

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Standard 6	Current Performance and Evidence Base		
<p>How robust are the recruitment, vetting procedures and allegations management procedures?</p> <p>Effective</p>	<p>7. The Executive Director is currently the named Officer with responsibility to liaise with the County Council LADO with regards to the investigation of allegations of abuse by staff. (E)</p> <p>Evidence Executive Director is the Named Senior Officer who links in with Cambridgeshire County Council LADO.</p>		
	What needs to happen to improve performance on standard 6?	When by?	Who will lead?
<p>Action Plan in relation to Standard 6</p>	<p>1. Identify positions who require Safer Employment training and ensure on going training is offered</p> <p>2. See standard 2, action point 3.</p> <p>3. Review Recruitment & Selection Policy and process to ensure that the recommendations in the Internal Audit report are implemented:</p> <ul style="list-style-type: none"> • Line manager responsibilities • Safeguarding statements • Shortlisting • Recording questions • Probation <p>4. Review of CRB Policy & procedure:</p> <ul style="list-style-type: none"> • New ISA process • Foreign nationals checks 	<p>January '08</p> <p>April '09</p> <p>Sept 2009</p> <p>Mar 2009</p>	<p>Designated Officers</p> <p>SH/SM</p> <p>HRM</p> <p>HRM</p>

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Standard 7	Current Performance and Evidence Base		
<p>How effective is inter-agency working?</p> <p>Effective</p>	<p>1. SCDC regularly attend multi-agency meetings and information is readily available to all staff, to enable them to be aware of arrangements being made by both this organisation and other agencies in respect of the Section 11, Children Act, 2004. (E)</p> <p>Evidence</p> <p>The Executive Director attends CYPSP and the papers and minutes are available. The Housing Services Manager and HR Manager attend the Safer Employment Implementation Group. Papers and Minutes are available. There is a multi-disciplinary internal Safeguarding Group in the Council. Papers and minutes are available.</p> <p>2. Staff are aware of SCDC's and other agencies responsibilities for safeguarding and promoting the welfare of children and young people. (E)</p> <p>Evidence</p> <p>See Standard 1 and 5</p>		
Action Plan	What needs to happen to improve performance on standard 7?	When by?	Who will lead?
Action Plan in relation to Standard 7			

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Standard 8	Current Performance and Evidence Base		
<p>How effective are information-sharing procedures?</p> <p>Minus</p>	<p>1. SCDC provide training that offers guidance to staff about recording an incident in a way that differentiates fact from opinion. (E)</p> <p>Evidence Staff attend the basic training and designated officers attend the relevant training</p> <p>2. SCDC staff who come in to contact with children and have attended the relevant training, understand the purpose and importance of sharing information in order to safeguard and promote children’s welfare. These staff are aware of relevant legislation. (E)</p> <p>Evidence See standard 5</p> <p>3. Current policy needs to be strengthened to reflect information sharing best practice (-)</p>		
Action Plan	What needs to happen to improve performance on standard 8?	When by?	Who will lead?
Action Plan in relation to Standard 8	3. Revised SCDC Child Protection Policy to include reference to information sharing best practice	April '09	SH